

**Minutes of Regular Meeting**  
**Tuesday, February 18, 2025**  
**The Board of Trustees**  
**SPRING BRANCH INDEPENDENT SCHOOL DISTRICT**

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A Regular Meeting of the Board of Trustees of the SPRING BRANCH INDEPENDENT SCHOOL DISTRICT was held on **February 18, 2025**, beginning at 6:00 PM in the Northbrook High School Auditorium, #1 Raider Circle, Houston, Texas 77080, with the following Board Members present: Lisa Andrews Alpe, Courtney Anderson, Caroline H. Bennett, Chris Earnest, Shannon Mahan, John Perez, and David Slattery.

Board President Lisa Andrews Alpe called the meeting to order at 6:06 PM, noting that Vice President Courtney Anderson had not yet arrived and confirmed that a quorum of Board Members was present.

President Alpe certified that the provisions of the Texas Open Meetings Act, Texas Government Code Section 551.041, had been complied with in connection with public notice of the meeting.

1. **Pledge: Trustee Caroline H. Bennett**
2. **Prayer - Lisa Alpe**
3. **Opening Remarks by the Superintendent**  
Superintendent Jennifer Blaine welcomed everyone and recognized the Character Without Question Award recipients. She congratulated the students and is very proud of those being honored tonight.
4. **Public Comment on Special Presentations**  
No one signed up to speak.
5. **Special Presentations**
  - A. Recognition of Character Without Question Award Recipients  
Associate Superintendent for Communications and Community Engagement Linda Buchman announced the Character Without Question Award recipients and welcomed them to the stage for recognition.
6. **Public Comment on Agenda Items or Non-Agenda Items**
  - Juan Jose Reyes addressed the Board regarding item 9A.
  - Heidi and Rick Harris addressed the Board regarding the February 4, 2025, incident in the parking lot at Don Coleman Coliseum.
  - Karen Smith signed up to speak but did not attend.
  - Jeff Black signed up to speak but did not attend.

**7. Executive Session**

President Alpe recessed the Board into Executive Session at 6:53 PM in accordance with the following sections of the Texas Open Meetings Act for the purposes listed below.

- A. The Board Will Meet in Closed Session Under Section 551.074 of the Texas Open Meetings Act Regarding Routine Personnel Matters and Other Personnel Matters including Duties of Employees and Public Officers
- B. The Board Will Meet in Closed Session Under Section 551.074 of the Texas Open Meetings Act Regarding Consideration of the Superintendent's Evaluation and Contract Amendment
- C. The Board Will Meet in Closed Session Under Section 551.0821 of the Texas Open Meetings Act Regarding Deliberation of Personally Identifiable Information of a Public School Student
- D. The Board Will meet in Closed Session Under Section 551.076 of the Texas Open Meetings Act Regarding Deliberation of the Deployment, or Specific Occasions for Implementation of Security Personnel or Devices, or Deliberation of a Security Audit
- E. The Board Will Meet in Closed Session Under Section 551.071 of the Texas Open Meetings Act in Consultation with the Board's Attorney Regarding All Matters as Authorized by Law, including Legal Issues Surrounding Public Finance

President Alpe reconvened the meeting in open session at 8:29 PM and said that no action was taken while in the closed session.

**8. Action as Needed from Executive Session**

- A. Request for Approval of Routine Personnel Items  
There was no action on this item.

**9. Action**

- A. Request for Approval of Enrollment Projections for the 2025–2026 School Year  
Motion made by Trustee Chris Earnest and seconded by Trustee Caroline H. Bennett that the Board of Trustees approve the enrollment projections for the 2025-2026 school year.

Motion passed by a 7-0 vote.

- B. Request for Approval of Prekindergarten Tuition for 2025-2026  
Motion made by Secretary Shannon Mahan and seconded by Vice President Courtney Anderson that the Board of Trustees approve the prekindergarten tuition for 2025-2026.

Motion passed by a 7-0 vote.

**10. Consent Agenda Action Items**

- A. Request for Approval of Budget Status Summary Report with Budget Amendment as of January 31, 2025
- B. Request for Approval of Facility Improvement Program Monthly Status Report with Project Budget Changes as of January 31, 2025

- C. Request for Approval of Contract Awards
  - 1. Contract for Facilities Management Software
  - 2. Contract for Purchase and Installation of Bleachers
  - 3. Construction Manager at Risk for Terrace Elementary School Replacement Project
  - 4. Contract for Personnel Appraisal and Professional Development Management System
  - 5. Request for Proposal for Letter Jackets, Commemorative Items, Graduation Photography, Photography, etc.
  - 6. Contract for Tree Trimming, Landscaping, Debris Removal and Related Services
- D. Request for Approval of Audit Engagement Letter for Fiscal Year Ending 2025
- E. Request for Approval of Revised Employment Contracts
- F. Request for Approval of Overnight Trips
- G. Request for Approval of the Terrace Elementary School Plat
- H. Request for Approval of the Agreement Between the City of Houston, SPARK and Spring Branch ISD - SPARK Program for the Buffalo Creek Elementary School SPARK Park
- I. Request for Approval of Acceptance of Gifts
- J. Request for Approval of Grant Awards and Other Services
- K. Request for Approval of Payroll and Operating Expenses - January 31, 2025
- L. Request for Approval of Tax Overpayment Refunds (Sec. 31.11)

President Alpe read the rules for the adoption of the consent agenda action items.  
Trustee John Perez moved to approve the consent agenda action items. Trustee Earnest seconded the motion.

Motion passed by a 7-0 vote.

**11. Closing Remarks by the Superintendent**

Dr. Blaine once again congratulated the students who received the Character Without Question award.

**12. Meeting Adjourned**

President Alpe adjourned the Regular meeting at 8:32 PM.

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Lisa Andrews Alpe  
President, Board of Trustees

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Shannon Mahan  
Secretary, Board of Trustees

**Approved: March 24, 2025**